

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400

DIRECTIVE
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PERSONNEL

Management of Reserve Component (RC) Personnel at USEUCOM

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1. **Summary.** To provide U.S. European Command personnel with the procedures, policies and responsibilities to manage RC members assigned or attached to USEUCOM. This document clarifies and formalizes the relationship and responsibilities of assigned RC members and the directorates/divisions to which they are assigned.
 2. **Applicability.** This Directive is applicable to all USEUCOM directorates/staff offices and subordinate offices. The policies and procedures herein apply to all individual and Selected Reserve (SELRES) members of the Army Reserve, Marine Corps Reserve, Navy Reserve, Air Force Reserve, Coast Guard Reserve, Army National Guard and the Air National Guard who are assigned or attached on official orders to USEUCOM regardless of duty status. This Directive does not apply to the management of full-time, PCS'd members of the RC (i.e. Active Guard and Reserves (AGR), Training and Administration of Reserves (TAR) and Air Force Statutory tour personnel).
 3. **Internal Control Systems.** This Staff Directive contains no internal control provisions and is not subject to the requirements of the internal management control program. The applicable internal control directive is ED 50-8, Internal Management Control Program.
 4. **Suggested Improvements.** The Directorate of Mobilization and Reserve Component Affairs, U.S. European Command (ECRA), is the proponent for this publication. Forward suggested improvements to USEUCOM/ECRA, Unit 30400, APO AE 09131-0400, or phone DSN 430-4496, e-mail: ecra-xo@eucom.mil or ecra-xo@eucom.smil.mil (SIPRNET).
 5. **References.** See Appendix A.
 6. **Explanation of Terms.** See Appendix B.
 7. **Responsibilities.** The organization structure and full responsibilities of ECRA and other EUCOM directorates/divisions are detailed in reference (a), USEUCOM Directive 20-1, Organization and Functions Manual. This paragraph clarifies that Directive and provides additional responsibilities for the administration of Reserve Component personnel serving at USEUCOM.

a. Mobilization and Reserve Component Affairs Directorate (ECRA):

- (1) The Director, ECRA, serves as the principle RC advisor to CDRUSEUCOM and makes recommendations on the effective integration of RC members and assets.

(2) Facilitate the integration and utilization of the RC personnel throughout all USEUCOM commands to support the accomplishment of USEUCOM's mission.

(3) Provide overall management of the USEUCOM RC augmentation program.

(4) Assist ECJ1 with identifying, validating, and documenting RC requirements for use during theater wars and contingencies.

(5) Provide comparison and feedback on RC manning and assignment documents against the Joint Table of Mobilization Distribution (JTMD).

(6) Assist in the review of RC full-time support model for USEUCOM; ensure USEUCOM manning documents accurately reflect requirements for RC full-time support.

(7) Ensure service manning documents reflect USEUCOM RC manning requirements for both full-time and contingency augmentation; coordinate with services when corrections are needed to match the service manning documents to meet USEUCOM requirements.

(8) Advise the command on mobilization capabilities of Individual Mobilization Augmentees (IMAs) and recall mechanism for all RC members.

(9) When authorized and directed, execute the call-up and mobilization of assigned IMAs, and work with services to call-up and mobilize RC members to fill validated billet requirements that cannot be filled with assigned IMAs. When validated, coordinate and seek approval and funding for mobilization extension requests.

(10) Review all IMA applications before sending those qualified to the appropriate Directorate/Special Staff.

(11) Provide a welcome package to new IMAs and other RC members upon assignment to USEUCOM. When required, conduct an initial USEUCOM orientation to newly assigned RC members.

(12) Coordinate and process all requests for orders from RC members. These include initial assignment orders, Annual Training (AT), Active Duty for Training (ADT), Active Duty for Special Work (ADSW), Temporary Tour of Active Duty and Extended Active Duty (EAD).

(13) Coordinate with Headquarters, Commandant to conduct in-processing and out-processing for RC members who report to USEUCOM for short tours (defined as any Active Duty (AD) or Inactive Duty for Training (IDT) periods not exceeding 45 days in length.) RC members who report for long tours (AD periods exceeding 45 days) will conduct further in/out-processing with Headquarters, Commandant.

(14) Maintain the ECRA classified and unclassified web pages, ensuring the contents are up-to-date and useful for RC members reporting to USEUCOM.

(15) Maintain a current roster of appointed directorate Reserve Liaison Officers (RLO) and organizes meetings and conducts training for RLOs. Develop and maintain the RLO Handbook, a ready reference for RLOs.

(16) Manage RC funds as required to support theater RC personnel augmentation requirements, including short active duty tours.

(17) Inform Headquarters Commandant (ECCS-HC) and the appropriate Directorate via a tracking system of all orders/modifications/order cancellations involving RC members reporting to USEUCOM.

(18) Appoint individual service RC Program Managers for to act as the primary point of contact for Army, Navy, and Air Force RC members. The Marine Forces Europe Reserve Liaison Officer will act as the Program Manager for Marine Corps RC members. Each Program Manager is the resident RC expert for their service and shall provide assistance as necessary to ensure success for their assigned RC members. These responsibilities include:

(a) Ensure required evaluation reports and award recommendations for assigned RC members are being completed by the RC member's chain of command and processed properly.

(b) Ensure required physical fitness requirements for assigned RC members are being completed.

(c) Assist assigned RC members to obtain their authorized uniform articles in accordance with applicable service regulations.

(d) Assist RC members, especially those who are further deployed forward of UEUCOM HQ and USEUCOM JAC, with preparation and submission of records to service component promotion and selection boards.

b. European Command Manpower, Personnel and Administration Directorate (ECJ1):

(1) Manage all manpower and personnel plans and policies supporting wartime and contingency manpower and personnel requirements for operational and mobility utilization.

(2) Coordinate the validation, documentation, and maintenance of Reserve manpower requirements between the USEUCOM staff, Joint Chiefs of Staff, and the service components. These responsibilities include:

(a) Document full-time and contingency RC manpower requirements on the Joint Table of Distribution (JTD) and the JTMD as applicable.

(b) Conduct JTMD reviews as required to ensure the mobilization requirements on the JTMD accurately reflect the staff's augmentation needs during time of crisis.

(c) Coordinate with the Joint Staff, Services, and Reserve Components to document new/emerging requirements or changes to existing JTMDs/JTDs.

(d) Publish changes to JTDs and JTMDs as received, to affected USEUCOM activities.

c. European Command Intelligence Directorate (ECJ2): The Intelligence Directorate is heavily dependent on the support provided by Reserve Component personnel. ECJ2 is unique from other Directorates in intelligence specific mandates, funding, size, and distant location of Joint

Analysis Center (JAC), in Molesworth, U.K. As a result, ECJ2 will manage RC support for the ECJ2 directorate and JAC with assistance from ECRA and ECJ1 when required. ECRA will maintain overall responsibility for the RC augmentation program at USEUCOM.

d. **Marine Forces Europe (MFE):** The MFE RLO is also the Senior Marine Reserve Advisor to Director, ECRA. The MFE RLO manages all United States Marine Corps Reserve (USMCR) billets in theater, and acts as the Marine Corps RC Program Manager. The MFE RLO maintains the validated and authorized billets list, and coordinates Assignment Orders, Annual Training orders, and authenticates completed IDT reports for drill pay. Active Duty for Special Work (ADSW) for Marine RC members is requested through, and coordinated by, the MFE RLO.

e. **European Command Headquarters Commandant (ECCS-HC):**

(1) Responsible for in-processing and out-processing of all military personnel, including RC members assigned or attached to USEUCOM. Headquarters Commandant will coordinate this responsibility with ECRA for RC members serving short tours at USEUCOM (defined as any AD or IDT periods not exceeding 45 days in length.)

(2) Assign RC members to appropriate billeting, in accordance with service and DoD directives. Headquarters Commandant will coordinate this responsibility with ECRA for RC members serving short tours at USEUCOM.

(3) Process ordinary leaves/passes, as well as Emergency Leaves, in accordance with Service Directives.

(4) Responsible for all UCMJ and Non-Judicial administrative actions to include suspension of driving privileges and traffic point assessments of service members.

(5) Administer physical fitness assessments, in accordance with service regulations, to all Active and Reserve Service members, except Marines.

(6) Conduct M16 rifle and 9MM pistol ranges for training RC members identified to perform Force Protection/Anti-terrorist duties.

(7) Coordinate with the directorates to provide the following required uniform items to USEUCOM RC members: USEUCOM Staff Identification Badge, Navy Unit Identification Marker, Navy/Marine/Air Force Name Tags, Army Patch, Army Unit Crests, USEUCOM subdued patch for Air Force BDUs and USEUCOM patch for Air Force flight suits.

(8) Issue Ration Card as required to assigned RC members and collect used Ration Card at the conclusion of the tour.

(9) Include RC members in overall random urinalysis administration, in accordance with US European Command Directive ED 30-7, USEUCOM Urinalysis Testing.

(10) During contingency operations requiring a large mobilization and augmentation to the USEUCOM staff, stand up a Joint Reception Station Office to manage and expedite the in-processing of personnel to USEUCOM.

f. 6th Area Support Group (6th ASG):

(1) Manage temporary lodging facilities located on Patch, Robinson, Panzer, and Kelley Barracks. When required, provide non-availability statements for RC members reporting for duty to USEUCOM. Note: RC members traveling more than 50 miles to USEUCOM to perform Inactive Duty Training (Drills) are entitled to billeting at DoD facilities on the same basis as AC members traveling here on TDY.

(2) Manage the Central Issue Facility located at Patch Barracks. When required, provide organizational clothing and individual equipment to RC members.

g. Each USEUCOM directorate and special staff section:

(1) Appoint an active duty (full-time) or civilian member of their staff to serve as Reserve Liaison Officer (RLO). RLOs should have sufficient time left in the directorate to allow training and utilization by the Directorate (preferably at least one year). Any RC member considered for RLO must be serving a long tour. If an AD or civilian is chosen for RLO, recommend an RC member, on a long tour, be considered for assistant RLO duty.

(2) In coordination with ECJ1, determine IMA billet requirements. Once approved, ECJ1 will process changes to the USEUCOM JTMD. In the process of determining requirements, create and maintain position descriptions for approved requirements.

(3) As directed by ECJ1, conduct review of the JTMD to ensure mobilization requirements are accurately documented.

(4) Review IMA applications. For Nominative Billets (E8/9 and O5 and above), provide an email to ECRA's respective (component) Program Manager to accept or decline a nomination within 15 calendar days of the nomination.

(5) Appoint a sponsor and supervisor for newly assigned RC members.

(6) Plan, coordinate and schedule IMA training periods, including IDT, AT and other AD periods. This action requires negotiation to come to a mutual acceptance by both parties.

(7) Coordinate with the appropriate service IMA Program Manager at ECRA on all RC member AD orders requests, including AT/IDT periods.

(8) When necessary, ensure training periods (IDT and/or AT) include time allocated for physical fitness tests, medical/dental exams, Deployment Readiness Processing (DRP), weapons qualification, NBC familiarization, and other ancillary Service and USEUCOM training requirements.

(9) Plan, conduct, and supervise training for assigned RC members in accordance with their IMA position description or RC member utilization.

(10) Process evaluation reports and recommend awards in accordance with each service component's regulation when an RC service member performs duty and ED 30-15, Military Awards and Decorations.

(11) Ensure all RC members report to ECRA NLT 0800 on their first duty day of each AD period for in-processing and orientation. Following ECRA processing, RC members on long tours (AD or IDT periods greater than 45 days) will report to Headquarters Commandant for further in-processing, housing assignment, etc.

(12) Coordinate with the Special Security Office (SSO) to assist reserve members in obtaining security clearances required by their billet.

h. USEUCOM directorate and Special Staff Reserve Liaison Officers (RLO):

(1) Act as the single Point of Contact (POC) for each directorate to interface with ECRA on reserve assignments, issues and activities.

(2) Advise the Director on current RC issues and how to best train, utilize and integrate RC assets.

(3) Advise the Director on IMA billet requirements. All approved requirements are placed on the USEUCOM JTMD. Maintain position descriptions for all approved JTMD billets.

(4) When informed by ECRA of the assignment of a new RC member to your directorate/section, act as the initial POC for that new member until a sponsor and supervisor are designated.

(5) With concurrence of Director, assign a sponsor and supervisor to all newly assigned IMAs, and maintain a record of these assignments. Upon assignment of a sponsor and NLT two weeks prior to the RC member report date, provide sponsor information to ECRA. Provide guidance and training to Reserve sponsors and supervisors to ensure newly assigned RC members are promptly integrated into USEUCOM.

(6) Ensure each assigned Reservist's Chain of Command completes evaluations in accordance with service component regulations.

(7) Be familiar with general policies and responsibilities outlined in this memorandum and in the RLO Handbook.

(8) Attend RLO meetings and training scheduled by ECRA.

(9) Annually or when requested, poll directorate for projected additional RC augmentation requirements (e.g. ADSW, AT, etc) and submit list of requirements to ECRA.

i. RC Member Sponsors: It is extremely important that new RC members be provided with all necessary information needed for rapid integration into the USEUCOM staff. Frequently, RC members are not well indoctrinated to the command, and as a result, their knowledge and productivity lag behind their AC counterparts. To prevent this, Directors/Special Staffs shall assign a capable Sponsor for each newly reporting RC member. Each sponsor shall:

(1) Contact their assigned RC member at the earliest opportunity. Phone contact is preferred, but use e-mail if unable to make phone contact. If unable to contact your assigned RC member, inform your RLO and ECRA to work on a resolution.

(2) Ensure the new RC member has received a welcome packet from ECRA and has reviewed the USEUCOM web page.

(3) Provide sponsor and supervisor contact information to the new RC member. Once received, provide supervisor with new RC member contact information.

(4) Provide advice and assistance on travel to USEUCOM (ie, airports, trains, etc). Get a copy of RC member's itinerary. If the RC member flies into Stuttgart, meet at the airport. If the member flies into airport other than Stuttgart, ensure member has travel arrangements to Stuttgart.

(5) Ensure member has specific advice on serving at USEUCOM (ie, uniforms to bring, weather to expect, etc.)

(6) Coordinate with ECRA and Headquarter Commandant to ensure RC member has billeting arrangements.

(7) Ensure RC member has appropriate security clearance data available at ECJ2-SSO. Arrange security badge in-processing for RC member. Escort RC member through secure areas until security badge in-processing is completed.

(8) Arrange any required computer orientation class for RC member as early as practical. When appropriate, schedule RC members to attend Headquarters Orientation Course, Staff Action Officer Course, and other training to ensure their success in a joint environment.

(9) Introduce RC member to their supervisor. Set up meeting with Director, if requested by Director.

j. **RC Member Supervisors:** The RC member Supervisor also plays a vital role in the integration and productivity of assigned RC members. Upon assignment or attachment, supervisors to a RC member shall:

(1) Coordinate with the directorate or special staff RLO and the RC member's sponsor to ensure the RC member receives adequate indoctrination into USEUCOM.

(2) Plan, coordinate, and schedule with IMA members all training periods, including Inactive Duty for Training (IDT), Annual Training (AT), and other AD periods. This action requires negotiation to come to a mutual acceptance by both parties. Ensure directorate RLO and ECRA are kept aware of all IDT/AT/AD periods performed.

(3) Process evaluation reports and award recommendations for assigned RC members in accordance with applicable service regulations and ED 30-15.

(4) Provide overall supervision and accountability for their assigned RC members.

(5) After an RC member performs an initial period of duty at USEUCOM, the supervisor shall assist the RC member in travel related logistics when returning to USEUCOM (billeting, reservations, airport transportation, etc).

k. **Reserve Component Service Member:** A successful tour at USEUCOM is dependent upon the initiative and efforts of each RC member assigned here. RC members shall:

(1) Complete physical fitness tests, weapons qualification, NBC familiarization, and other ancillary Service and USEUCOM training requirements.

(2) Ensure ECRA, Headquarters Commandant, and supervisor have your current addresses, telephone numbers and e-mail addresses.

(3) Report to ECRA on first duty day of each AD or IDT period for in-processing and orientation. Following ECRA processing, RC members on long tours (AD periods greater than 45 days) will report to Headquarters Commandant for further in-processing, housing assignment, etc.

(4) Inform ECRA, their RLO, and their supervisor upon receipt of orders that amend, revoke, or cancel any period of AD or IDT.

8 **Policy.**

a. Integration of assigned RC members with the active force is critical to accomplishing USEUCOM's mission. Proper training and administration are essential to obtain maximum benefit from scarce manpower resources and to enhance USEUCOM's readiness. Total force management integrates assigned RC members into each directorate following the same procedures that are used for AC personnel. Training, administration and logistics policies and procedures established for AC personnel will be used for each RC member when possible.

b. Personnel actions will mirror those for AC personnel except when Service or statutory directives prohibit like-type action. RC members assigned or attached to directorates/activities will be counseled, integrated into performance report rating schemes, receive performance reports, and receive joint awards by their supervisory chain established in the directorate/activity.

c. Directors/commanders of activities to which the RC members are assigned or attached will exercise supervisory control.

d. RC members shall be trained to standards required to successfully execute their duties.

9. **Individual Mobilization Augmentee (IMA) Billet Positions.** IMAs are RC members assigned to fill an IMA billet identified on USEUCOM's JTMD.

a. Directorates and Special Staff are responsible for determining IMA billet requirements and submitting them to ECJ1 per section 10 of this directive.

b. **Recruiting.** RC members are recruited to USEUCOM IMA billets in various ways: prior-service recruiters; referrals from AC or RC service members; viewing the USEUCOM's homepages (classified and unclassified); and the ECRA IMA Program Managers. The reserve personnel commands/centers for the respective services initiate recruiting actions to fill the JTMD billets. Army IMA and Drilling IMA (DIMA) personnel are assigned by ARPERSCOM. The Air Force requires application packages and approves or denies the assignment request. Marine Corps IMA assignments are managed directly by MARFOREUR. The Navy fills billets at the USEUCOM

Navy Augment Units (see section 12) based on availability of Navy Drilling RC members. Senior Navy billets (O5/O6) are filled during the annual Senior Non-command Screening Board.

c. Assignment.

(1) Once a candidate has been identified by the service and a packet is completed, ECRA will notify the appropriate Directorate. The notification will include a packet citing the reservist's knowledge, skills, and experiences in both the military and civilian sector.

(2) Nominative billets: All non-Navy billets for O5 and higher and E8/9s are nominative. The Directorate will provide an email to ECRA's respective (component) Program Manager to accept or decline a nomination within 15 calendar days of the nomination.

(3) The services have different assignment limitations. Currently, the Army and Air Force do not have any limitations on IMA assignment length. The Navy limits O5 and O6 officers to 3-year assignments. The Marine Corps limits both officers and enlisted to 3-year assignments, with a possible 1-year extension, granted on a case-by-case basis.

(4) Separations/Transfers.

(a) Voluntary. An assigned IMA may initiate voluntary transfer from this command or from their directorate by submitting a request through the chain of command (directorate) to ECRA. The directorate will indicate whether a "gapped" IMA billet will be acceptable. ECRA will initiate a request to the service to find another fill for the billet.

(b) Involuntary. A directorate may request ECRA initiate involuntary separation for non-performance, physical readiness or other disciplinary and administrative reasons. ECRA will then request to the service component to involuntarily separate the IMA, and will initiate a request to the service to find another fill for the billet.

d. In/Out-Processing. In-processing and out-processing are required by all IMAs assigned to USEUCOM. Headquarters Commandant is responsible for in/out-processing all military personnel reporting for temporary duty to HQ USEUCOM. ECRA will coordinate with Headquarters Commandant to in/out process RC members reporting for short tours (AD or IDT tours less than 45 days.) Headquarters Commandant will in/out-processing RC members on long tours. The Directorate/Special Staff with RC members assigned will assist with in/out-processing, and will ensure that all RC members are assigned a sponsor to make the process as smooth as possible. The desired endstate for in-processing is for the RC member to have performed all necessary administrative requirements and completed all tasks to ensure the RC member is integrated into the USEUCOM staff, and where appropriate, is a fully deployable asset. Any actions not completed due to time limitations will be completed on subsequent IDT or AT/AD periods. Out-processing ensures a smooth transition for the transfer to another unit, to the Individual Ready Reserve, or retirement.

e. Medical. The physical examination requirement for RC members is the same as for AC personnel. However, because of their non-availability from day-to-day, Service regulations require RC members to notify their command (i.e., USEUCOM) when physical limitations may delay or preclude their assignment and performance of active duty and/or drills. Service personnel centers ensure military medical records are screened prior to assigning IMAs or the issuing of AD orders.

f. **Training.** The training of its assigned IMA members is the responsibility of each directorate. To ensure each IMA is fully integrated into the organization, training will be conducted in accordance with USEUCOM's mission and Service requirements. IMAs accomplish training through the completion of Inactive Duty for Training (IDT) (i.e., Drills), Annual Training (AT), and Active Duty for Training (ADT) periods.

(1) **Inactive Duty for Training (IDT) Participation.** IDT, commonly referred to as "drills," are periods of authorized training performed by a reservist while not on any period of active duty. Depending on the training pay category of the billet position, a total of 0, 12, 24, or 48 IDT periods are required per fiscal year. An IDT period is equivalent to a minimum four hours of work. Typically, the IMA member will work two periods (a minimum of eight hours) in a calendar day, although one period is acceptable. A reservist will not be paid nor points credited for more than two IDTs in a calendar day. The Air Force recognizes a floating 24-hour period (for midshift workers performing duty over midnight), while the other services dictate a 0001-2359 24-hour period. Scheduling IDT periods is the responsibility of, and cooperative effort between the IMA member and the active duty supervisor to balance between civilian/personal requirements of the IMA member and Directorate/Special Staff's mission requirements. Navy IMAs will coordinate IDT scheduling with their Directorate, their Navy Reserve Unit, and ECRA. Administrative requirements for processing IDT pay differ by service, but generally require the RC member to submit a pay form to their processing site, signed by their Supervisor verifying IDT performance.

(2) **Annual Training (AT) Participation.** At a minimum all IMAs are required to complete a minimum 12 day period of AD (called "Annual Training") each fiscal year, including travel time (excluding travel time for AF members). As with IDTs, scheduling AT resides with the active duty supervisor and the IMA member. AT is a form of Active Duty for Training (ADT). AT periods are the primary method by which RC members complete their job proficiency and individual training.

g. **Per Diem and Travel Allowances.** Per Diem and travel allowances are paid in accordance with the Joint Federal Travel Regulations and the local military commander's policy. Entitlements will vary depending upon the RC Member's service, type of orders, duty location, availability of government quarters, etc. Questions on entitlements and per-diem should be directed to Headquarters Commandant.

h. **Leave and Liberty.**

(1) Refer to Service regulations for detailed information, as USEUCOM does not have any amplifying guidelines.

(2) For planning purposes: RC members accrue 2.5 days of leave for every 30 days of active duty, which must be taken and/or sold back in the period accrued. The maximum number of days that can be sold back in a career is 60 days. Therefore, Directorate/Special Staff supervisors must include possible leave time in their planning when assigning tasks and deadlines to the Reserve member.

i. **Security Clearances and Investigations.**

(1) The JTMD is the source document for the security clearance level required for all billets.

(2) Processing of the actual security clearance investigation is service and clearance level dependent.

(a) Army/Air Force. When necessary, the Directorate will process individuals to upgrade their clearances and respective investigations.

(b) Navy/Marine Corps. The respective reserve personnel center will process individuals for clearances and respective investigations.

(c) For all services. The USEUCOM SSO will process individuals for Top Secret clearances that require Sensitive Compartmented Information (SCI) access.

10. **Joint Table of Mobilization Distribution (JTMD).**

a. **Position descriptions and justifications.** The format for documenting IMA positions is incorporated as Appendix C to this directive. Directorates and activities will ensure that position descriptions (PDs) are prepared for all IMA positions reflected on the JTMD. When a directorate or activity determines that changes to the PDs are required, they will coordinate with ECJ1 Manpower Branch to document the changes.

b. **Funded vs. unfunded billets.**

(1) IMA billets are identified as either funded or unfunded in the REQ column of the JTMD. A "1" indicates service funding for the billet; a "0" indicates the service has not funded the billet. Therefore, it is important that directorates internally prioritize their IMA requirements. If an unfunded billet is of higher priority than one that is funded, the directorate may consider changing the two billets' funding identifiers during the next manpower change cycle.

(2) Funded billets have Reserve Pay appropriations programmed against them. All IMAs in funded billets are authorized to perform AT each year. IMAs that are in "drilling" billets are authorized to perform IDT periods for pay.

(3) Unfunded billets have no Reserve Pay appropriation against them, therefore they are not filled. Validated unfunded requirements should remain documented on the JTMD, so that if service funds become available the requirements are considered for funding.

(4) Although unfounded billets are not normally filled, an RC member may fill an unfounded billet and drill for retirement points only.

11. **Individual Augmentees (IAs).** IAs are service members, either active component (AC) or RC, requisitioned from a permanent assignment to fill an operational requirement that exceeds USEUCOM's organic assets. This directive applies to RC members that are assigned as an IA. USEUCOM procedures for determining IAs requirements are contained in ED 30-10, Contingency Individual Augmentation Tasking and Management Procedures.

12. **Navy USEUCOM Augment Units.** The Navy Reserve program is unique in that HQ EUCOM Navy IMAs, not assigned to Intel Billets, are assigned to one of two USEUCOM dedicated support units.

a. **Monthly Drills.** Personnel assigned to the Navy units normally perform monthly drills with their unit. One unit performs its drills at Patch Barracks, the other performs its drills at Naval Air Station Atlanta. Nothing precludes these members from performing drills with their assigned directorate, however, if it is convenient for the member and the directorate.

b. **Contributory Support.** Where possible, directorates with assigned Navy Reserve assets should work with their individual RC members or the unit Commanding Officer to pass appropriate USEUCOM mission workload to their “employees”. This workload can be accomplished at the unit’s regularly scheduled drills. Both units have access to SIPRNET.

c. **Annual Training.** Naval RC members assigned to USEUCOM perform AT as individuals by requesting tours that are coordinated with their assigned directorate, their Reserve unit and ECRA. Navy RC members from other units may also request AT at USEUCOM from the USEUCOM website under "Naval Reserve Element."

d. **Administration.** IDT (Drill) Pay, Physical Readiness requirements, assignment orders, medical and dental records, and other administrative requirements for the Navy Units are maintained by the supporting Reserve Centers (Naval Air Station, Atlanta and Naval Reserve Center, London).

13. Uniforms for assigned RC members.

a. RC members will wear appropriate service uniforms, in accordance with reference (b), USEUCOM Staff Memorandum 30-6, Military Appearance and Uniform Standards for USEUCOM Personnel and service regulations. Frequently, RC members reporting to USEUCOM bring the wrong uniforms or uniform accessories, requiring them to purchase additional uniforms. RC member Sponsors should brief their RC member on which uniforms are necessary, how many to bring, etc.

b. ECRA Army, Air Force, and Marine Corps Program Managers are responsible to assist assigned RC members obtain authorized replacement uniforms items. Navy RC members obtain their authorized uniforms from their home Naval Reserve Activity, except as noted below in section (e).

c. Wear of the USEUCOM Staff Identification Badge will be in accordance with reference (c), USEUCOM Staff Memorandum 30-37. The USEUCOM Staff Identification Badge will be purchased with USEUCOM funds for first time issue (one badge per person) to military personnel authorized to wear the badge. Subsequent badges must be purchased at individual expense. The USEUCOM Staff Identification Badge is considered an accountable item of issue and will be returned at the end of a Service member’s tour of duty at USEUCOM.

d. For RC members deploying forward of the USEUCOM HQ or JAC, the Central Issuing Facility on Patch Barracks provides appropriate organizational clothing and individual equipment. A copy of orders will be required for issue or turn-in.

e. **Naval RC members wear of Camouflage Utility Uniform (CUU).** The Navy CUU (also known as BDU) is considered organizational clothing. Navy personnel assigned to USEUCOM will

not normally be issued CUUs, since its wear is optional per reference (b). However, if due to duty requirements, wear of the CUU becomes required (ie, deployment forward of EUCOM headquarters or the EUCOM JAC), the following rules from reference (x), NAVPERS 15665I, United States Navy Uniform Regulations, apply:

(1) Joint Commanders with naval personnel assigned who direct the wear of camouflage utility uniforms, assume responsibility for the cost of issue and maintenance. The assigned naval personnel shall wear the Navy camouflage utility uniform in accordance with Navy Uniform Regulations. The wear of camouflage utility uniforms as optional items at the wearer's expense is not authorized.

(2) If CUU is directed, the initial issue of organizational clothing items, the required accoutrements (including nametags, collar and rank devices, force badges, breast insignia, and other authorized devices), and the sewing of the accoutrements on the uniform are funded by the authorizing command. This includes the warfare or other qualification insignia worn in the primary position. A member may elect to wear another earned warfare or qualification insignia in the secondary position, at their own expense. All costs associated with the survey of unserviceable organizational clothing items resulting from normal use and wear, and the reissue on a one-for-one replacement basis, will be borne by the authorizing command. Replacement of organizational clothing lost or rendered unserviceable due to negligence will be the assigned individual's responsibility.

FOR THE COMMANDER:

OFFICIAL:

JOHN B. SYLVESTER
Lieutenant General, USA
Chief of Staff

DANIEL A. FINLEY
MAJ, USA
Adjutant General

Appendixes

A - References

B - Explanation of Terms

C - Format/sample for all USEUCOM Position Descriptions

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APPENDIX A

References

- a. USEUCOM Directive 20-1, Organization and Functions Manual
- b. USEUCOM Staff Memorandum 30-6, Military Appearance and Uniform Standards for USEUCOM Personnel
- c. USEUCOM Staff Memorandum 30-37, Wearing of the USEUCOM Staff Identification Badge
- d. USEUCOM Directive 30-7, USEUCOM Urinalysis Testing.
- e. USEUCOM Directive 30-15, Military Awards and Decorations.
- f. USEUCOM Directive 30-10, Contingency Individual Augmentation Tasking and Management Procedures
- g. DoDD 1235.11, Management of Individual Mobilization Augmentees (IMAs)
- h. DoDI 1235.12, Accessing the Ready Reserve
- i. Joint Pub 1-0, "Doctrine for Personnel Support to Joint Operations"
- j. CJCSI 1301.01C, Policies and Procedures to Assign Individuals to Meet Combatant Command Mission Related Temporary Duty Requirements
- k. AR 140-145, Army Reserve IMA Program
- l. AR 135-200, Active Duty for Training, Annual Training and Active Duty Special Work of Individual Soldiers
- m. AR 135-210, Order to Active Duty as Individuals During Peacetime
- n. AR PERSCOM Pamphlet 140-145, IMA Handbook
- o. AFI 36-2115, Assignments Within the Reserve Components
- p. AFM 36-8001, Reserve Personnel Participation and Training Procedures
- q. AFI 36-2619, Military Personnel Appropriations
- r. AFI 36-2629, IMA Resource Management Individual Reserve Guide
- s. BUPERSINST 1001.39C, Administrative Procedures for Naval RC members on Inactive Duty

- t. COMNAVRESFORINST 1001.5C, Administrative Procedures for the Selected Reserve (SELRES) and Members of the Participating Individual Ready Reserve (IRR)
- u. MCO P1001R.1H, Marine Corps Reserve Administrative Management Manual (MCRAMM)
- v. MCO 1001R.57, Individual Mobilization Augmentee (IMA) Program
- w. OPNAVINST 1001.20C, Standardized Policy and Procedures for the Active Duty for Special Work (ADSW) and One Year Recall (OYR) Program
- x. NAVPERS 15665I, United States Navy Uniform Regulations
- y. Joint Federal Travel Regulation

APPENDIX B

Explanation Of Terms

PART I - ABBREVIATIONS AND ACRONYMS\

AC	Active Component
AD	Active Duty
ADS	Active Duty for Support
ADSW	Active Duty for Special Work
ADT	Active Duty for Training
AGR	Active Guard and Reserve
AT	Annual Training
COTTAD	Contingency Operation Temporary Tour of Active Duty
DIMA	Drilling Individual Mobilization Augmentee
DRP	Deployment Readiness Processing
GTCC	Government Travel Charge Card
IA	Individual Augmentee
IDT	Inactive Duty for Training
IRR	Individual Ready Reserve
IMA	Individual Mobilization Augmentee
IMADET	IMA Detachment
JMP	Joint Manpower Program
JTD	Joint Table of Distribution
JTMD	Joint Table of Mobilization Distribution
JERU	Joint European Reserve Unit
LTIA	Long Term Individual Augmentee
MILPERS	Military Personnel, generic term for all services MPA accounting
MPA	Military Personnel, Army (USA), or Military Personnel, Appropriation (USAF)
MPMC	Military Personnel, Marine Corps
MPN	Military Personnel, Navy
MSO	Military Service Obligation
ODT	Overseas Deployment Training
PRC	Presidential Reserve Call-up
RC	Reserve Component
RLO	Reserve Liaison Officer
RPA	Reserve Personnel, Army (USA), or Reserve Personnel, Appropriation (USAF)
RPMC	Reserve Personnel, Marine Corps
RPN	Reserve Personnel, Navy
SELRES	Selected Reserve
SSO	Special Security Office or Officer
TAR	Training and Administration of Reserves (Navy Only)
TCA	Traditional CINC Activities
TPU	Troop Program Units
TTAD	Temporary Tour of Duty (USA only)

APPENDIX B

Explanation Of Terms (continued)

PART II – TERMS AND DEFINITIONS

Active Duty (AD): Full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty.

Active Duty for Special Work (ADSW): A tour of active duty for reserve personnel authorized from military and reserve personnel appropriations for work on active or reserve component programs. This includes annual screening, training camp operations, training ship operations, and unit conversion to new weapon systems when such duties are essential. ADSW may also be authorized to support study groups, training sites and exercises, short-term projects, and doing administrative or support functions. By policy, ADSW tours are normally limited to 139 days or less in one fiscal year. Tours exceeding 180 days are accountable against AD end strength.

Active Duty for Support (ADS): A tour of active duty which provides direct staff support to Reserve Component programs.

Active Duty for Training (ADT): A tour of active duty which is used for training members of the Reserve Component to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The member is under orders that provide for return to non-active status when the period of ADT is completed. It includes AT, special tours of ADT, school tours, and initial duty for training performed by non-prior service enlistees.

Active Guard and Reserve (AGR): National Guard and Reserve members who are on voluntary AD providing full-time support to National Guard, Reserve, and Active Component organizations for the purpose of organizing, administering, recruiting, instructing, or training the reserve components.

Annual Training (AT): The minimal period of active duty reserve members must perform each year to satisfy the training requirements associated with their reserve component assignment. This is normally a 12 to 14 day period.

Active Status: Status of all Reserves except those on an inactive status list or in the Retired Reserve. RC members in an active status may train for points and/or pay and may be considered for promotion.

Additional Training Period (ATP): Additional IDT periods intended to improve readiness by providing for individuals and units to receive required and necessary training for attaining and maintaining designated readiness levels.

APPENDIX B

Explanation Of Terms (continued)

Inactive Duty Training (IDT): Authorized training performed by a member of a Reserve Component not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve Component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. Does not include work or study associated with correspondence courses. (See also Additional Training Period (ATP)).

Individual Augmentee (IA): A service member, either active component (AC) or RC, requisitioned from a permanent assignment to fill an operational requirement that exceeds the gaining unit's organic/assigned assets. An IA is a temporary duty requirement (or service member filling a temporary requirement) identified on a Joint Manning Document (JMD) by a Unified/Combined Combatant Commander to augment staff operations during contingencies. This includes positions at permanent (non-Provisional) organizations required to satisfy a "heightened" mission personnel requirements in direct support of contingency operations.

Individual Mobilization Augmentee (IMA): An individual reservist assigned to fill an IMA billet on the JTMD. IMA may attend drills [Inactive Duty Training]. Inactive Duty Training for IMAs is decided by component policy and can vary from 0 to 48 drills a year.

Inactive Duty for Training (IDT): A drill period of a minimum 4 hours training that can be performed monthly or sequentially. Typically a reservist performs two drills per day; hence a (2-day) drill weekend consists of 4 drill periods or "unit training assemblies". The reservist may be required to perform either 24 or 48 drills/year dependent on service funding. Training may occur on either weekdays or weekends dependent on mission requirements. A standard for the administration of IDT periods is service dependent.

Individual Ready Reserve (IRR): A manpower pool consisting of individuals who have had some training and who have served previously in the Active Component or in the Selected Reserve and have some period of their military service obligation remaining. Members may voluntarily participate in training for retirement points and promotion with or without pay.

Joint (European) Reserve Unit (JERU/JRU): Organization within ECRA that has program oversight of USEUCOM's Army, Air Force and Navy IMA assets. USMCR IMAs are managed directly by MARFOREUR. The use of the word "unit" is a misnomer. Except for Navy personnel, IMAs do not belong to a reserve unit; they belong to the USEUCOM directorate/section to which they are assigned. USEUCOM's Navy IMAs belong to one of two USEUCOM-dedicated support units.

Joint Manning Document (JMD): A document constructed for or by a supported CC that outlines IA manning requirements to include: US Military Service, Department of Defense (DoD) Civilian, Coalition/Allied Military and Civilian, Contractor personnel.

APPENDIX B

Explanation Of Terms (continued)

Joint Manpower Program (JMP): The documents that reflect an activity's tasks, functions, organization, and current and projected manpower needs, and when applicable, its required mobilization augmentation.

Joint Table of Distribution (JTD): A joint manpower document that identifies authorized peacetime billets.

Joint Table of Mobilization Distribution (JTMD). A joint manpower authorization document that identifies billets required to augment the existing billets on the JTD in time of mobilization.

Long Tour: For this instruction, any type of Active Duty tour (ie, mobilization, Presidential Recall, ADSW, etc) performed by an RC member exceeding 45 days in length.

Reserve Component (RC): Reserve Components of the Armed Forces of the United States are: Army National Guard (ARNG); Army Reserve (USAR); Naval Reserve (USNR); Marine Corps Reserve (USMCR); Air National Guard (ANG); Air Force Reserve (USAFR); and Coast Guard Reserve (USCCR).

Reserve Component (RC) Member: For purposes of this directive, defined as any service member serving on one of the Reserve Components on any type of order, such as Mobilization, Presidential Recall (PRC), Annual Training (AT), Active Duty for Training (ADT), Inactive Duty Training (IDT), Active Duty for Special Work (ADSW), Temporary Tour of Active Duty (TTAD), etc.

Short Tour: For this instruction, any type of Active Duty tour (AT, ADT, etc) or Inactive Duty training tour performed by an RC member not exceeding 45 days in length.

Selected Reserve (SELRES): Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All Selected RC members are in an active status. The Selected Reserve also includes persons performing initial active duty for training.

APPENDIX C
Format/sample for all USEUCOM Position Descriptions

JTMD POSITION DESCRIPTION

DIRECTORATE: ECCS-HC

PARA / LINE: 0014

DUTY TITLE: NBC Defense NCO

SERVICE: USA

GRADE: E8

SKILL: 54B40

SECURITY CLEARANCE: SECRET

SPECIAL REQUIREMENTS / QUALIFICATIONS: Mandatory possession of MOS 54B40. Knowledge of the characteristics and effects of peacetime WMD and wartime conventional and NBC weapons; detection and identification of NBC contamination; threat analysis; passive defense measures; principles of contamination control; related technical information, policies, procedures, techniques, and equipment; training operations, equipment supply procedures, directives and policy. Experienced in supervising a NBC decontamination platoon or comparable unit. Experienced in establishing policy and procedures for stocking and managing NBC equipment. Must be proficient with Microsoft Office applications.

FUNDING: 1 - funded, available for fill and will perform annual training/drills

DRILL REQUIREMENTS: (use one of the following)

A - includes 48 drills

B - includes 24 drills

C - unit status (Navy) includes 48 drills

D - performs 2 weeks annual training only

JOB DESCRIPTION: Supervises the use of NBC detection and decontamination equipment. Advise USEUCOM personnel on preparing for peacetime and wartime NBC attacks. Establishes and administers the training and application of NBC defense measures. Instructs USEUCOM personnel on the proper wear, utilization and maintenance of assigned NBC equipment. Establishes policy and procedures regarding stocking and the reporting of NBCDE and supplies. Provides advice on the proper use, maintenance and storage procedures for protective chemical gear and chemicals. Acquires and accurately report all 11 contingency SISBL items. Documents and monitors all BDO's, gloves, overshoes and mask sizes for all personnel. Obtains and

ensure that all Technical Manuals, doctrinal and administrative publications are up to date and available for reference. Maintains liaison with service components on vital issues on going in USEUCOM. Issues NBC equipment. Performs operator maintenance on assigned equipment.

IMPACT IF NOT FUNDED: This position request is based on the USEUCOM Forward Deployment requirement. The service member filling this billet will be called to manage NBC operations in support of USEUCOM Forward deployment. The individual will perform necessary NBC training and operational requirements to prepare USEUCOM personnel for deployment.

JUSTIFICATION

DIRECTORATE:

PARA / LINE: (If a new billet, enter paragraph the billet goes in)

(Why the billet is required for your **wartime/mobilization mission**; include why special training or Top Secret clearance is required if not included as part of the job description above.)